

» REQUIRED TRAINING «

**Community Service Grant Program Award Recipients
MAACCE Pre-Conference Registration
June 16, 2004
Tan-Tar-A, Osage Beach**

Please Print (one form per person, you may bring as many people from your organization as you wish):

Name _____

Title _____

Agency _____

Vendor Name _____

Address _____

Phone Number () _____

Fax Number () _____

City, State Zip Code _____

E-Mail Address _____

- ☐ **Pre-Conference Registration - \$45** (Lunch is included)
(I have attached a ☐ check or ☐ purchase order)
- ☐ Yes, I am planning to attend the MAACCE Conference on June 16-18.
- ☐ No, I do not plan to attend the MAACCE Conference on June 16-18.

Special Diet Menu:

- ☐ Vegetarian ☐ Non-Dairy ☐ Diabetic ☐ Other
(For other special dietary needs or special accommodations, please contact Alicia Riner at 573-526-5395.)

PLEASE MAKE CHECKS PAYABLE TO: MAACCE

Please return form with payment to:
Service Learning Supervisor / Community Education
Department of Elementary and Secondary Education
P.O. Box 480
Jefferson City, Missouri 65102-0480
Phone: (573) 526-5395 Fax: (573) 526-4261

REGISTRATION DEADLINE: MONDAY, MAY 18, 2004

Registration

1. Each person must submit a separate registration form
2. Please make checks payable to MAACCE
Mail by **May 18, 2004** to:
Service-Learning Supervisor
Community Education
Department of Elementary and Secondary Education
P.O. Box 480
Jefferson City, Missouri 65102-0480

Cancellation

Must be made in writing (with a description as to why you will not be attending) to:

Service-Learning Supervisor
Community Education
Department of Elementary and Secondary Education
P.O. Box 480
Jefferson City, Missouri 65102-0480

If cancellation is **postmarked** by **May 28, 2004**, fees will be refunded in full. **NO REFUNDS** will be given after May 28, 2004.

Conference Lodging Reservations (read carefully)

1. **Gather the following documents before making your reservations:**
 - Copy of tax-exempt letter and/or procurement card if applicable
 - P.O. number unless you are charging one night's room deposit on a personal credit card
2. **On-line Registration:** Go to www.tan-tar-a.com and click on conference attendee. You will need to use the group number of **MAAC** and the group password **MAAC04** then complete the online document.
3. **Or Call the Tan-Tar-A to make reservations, 1-888-826-8272**, please inform the reservation agent if using a P.O. or procurement card.
4. Advise the reservation agent that you are attending the 2004 MAACCE Conference to receive your conference rate of \$102 (double/triple/quad). The conference rate includes the dates of June 13-19, based on availability, if you would like to extend your stay.
5. The ***deadline date*** for the conference room rate is **May 17, 2003**.
6. When you arrive to check-in at Tan-Tar-A, please bring the following:
Paying by P.O.:
 - Check from your institution and
 - Copy of your tax-exempt letter, if applicableIf paying by procurement card:
 - Photocopy of procurement card and
 - Copy of tax-exempt letter that matches the procurement card

Please Note: Tax-exempt letters from an institution cannot be used with a personal credit card.